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1951

## FUNCTION OF REGISTRY

1. Effective 20 January 1951, per Communications Order No. 43-51, the Office of Communications Registry was established.
2. The function and responsibility of the Registry is to provide facilities for the centralized collation, integration, processing, maintenance, and operational servicing of all reports and information produced or received by the Office of Communications.
3. Responsibilities include the receipt and dispatch of all cables, pouches and other correspondence of the Office of Communications, the establishment and operation of required analytical processing procedures, the establishment and operation of a suspense control system to insure the constant movement and response to material requiring action, and the maintenance of a central index to insure proper and quick accessibility.
4. The Registry plans and implements procedural guides for the use of all Divisions and Staffs in connection with (a) writing and handling of correspondence, pouches and other material and (b) in the establishment of complete and adequate record coverage and facilities for special projects and long range information and historical background.
5. The Office of Communications Registry is designated as the TOP SECRET AREA CONTROL OFFICE, responsible for all Top Secret documents originated by and/or received by the Office of Communications.
6. The order further directs that each office shall institute such internal controls and/or systems as are essential to carry out the purpose of this directive.
7. Methods and procedures for the accomplishment of the foregoing are set forth in the following pages.

*History of  
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h. Number of Copies Required

This is determined by the originating office and distribution of all copies indicated. A file copy must be attached which will be returned to originating office by the Office of Communications Registry indicating date of pouching and pouch number.

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Releasing of Cables *WITHIN THE OFFICE OF COMMUNICATIONS.*

1. Effective 27 March 1952, Division and Staff Chiefs were authorized to release cables originated in the Office of Communications, except as follows:

Cables on matters of policy and/or of a controversial nature will be released by the Assistant Director.

Cables authorizing the expenditure of funds will be released by the Assistant Director.

Because of direct concern with matters of personnel reassignment, promotion and/or rotation and critical equipment allocation, cables prepared in OC-A will be released by OC-2 over the releasing symbol AD/CO, authenticated by the Administrative Officer or his deputy.

Authentication of cables will be performed within the originating division or staff. Release of cables not limited by the above conditions will be performed by the originating staff or division, such action being contingent on full coordination by interested Agency and office divisions and staffs.

2. Division and Staff Deputy Chiefs are authorized to release cables in the absence of the Chief.

3. Division, Staff chiefs and their deputies will *file* ~~forward sample signatures to the Chief, Signal Center~~ *Cable Secretariat.*  
*authorized* *with*

4. Confirmation copies on all cables processed under this new releasing authority will be routed to the Assistant Director, the Deputy Assistant Director and the Executive Officer with additional routing and file instructions as appropriate.

5. See Covert Cable Manual (Headquarters) for instructions on preparation of cables and samples form 35-80.

NOTE: If a cable is to be passed through a Foreign Division it must be delivered to the Registry in sufficient time for delivery by courier to the Foreign Division, which Division will then be responsible for delivery to the Cable Secretariat. Delivery to the Registry must be by 1500 to allow for delivery to the Foreign Division, signature by them, and forwarding to the Cable Secretariat.

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OFFICE OF COMMUNICATIONS

General/  
Registry Methods and Procedures

I. It is the intent of these instructions to provide guidance in the handling of material between the Office of Communications Registry and the Divisions and/or Staffs of the Office of Communications and other components of CIA and other addressees.

II. The methods and procedures and responsibilities in connection with the operation of the Registry are set forth herein.

A. INCOMING:

1. The Registry will screen for material that is not to be recorded and forward directly to addressee. (Books, periodicals and outside advertising matter, unless classified, are in this category, since they are checked and recorded by addressee).

2. Top Secret Control material will be handled by the Registry in the same manner as all other classified material, except that it will be recorded separately and processed in accordance with pertinent Top Secret Directives. There is no exception to the procedure. (See procedure listed under Top Secret.)

3. Cables (Action, Information, Confirmation, and Crypto), Dispatches, and correspondence will be reviewed to determine applicable action, routing, and suspense time. Referenced background material will be indicated (where available without great delay).

4. Action Material - Action will be assigned by the Registry and appropriate Suspense Dates will be established. "Action" and "Suspense Dates" will not be changed without prior approval of the Executive Officer. Divisions or Staffs receiving approval for such changes will be responsible for recording such changes with the Registry.

5. The Registry will check the Suspense Date Record each week and recall outstanding material or notify the Division as appropriate.

6. Routing - A "Control Number" will be assigned and cover sheet and routing slip filled out and attached. (Form 35-1, sample copy attached.)

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(a) The routing slip will show the Control Number (for future identification) and designate Action Branch and Suspense Date. This record will be maintained in Registry.

(b) Two copies of the routing slip will be retained in the Registry. The remaining four copies of Standard Form 35-1 and the Agency Cover Sheet will be attached to material, except as set forth below regarding Action Cables.

(c) Action Cables. The first copy (Yellow) and the second copy (White) will be routed to the Division charged with Action. The third copy (White) will be routed to other interested Divisions for information. In such cases, Nos. 1 and 2 of the routing slips will be retained in the Registry. No. 3 only will be attached to the Action copies. Nos. 4 and 5 and 6 will be attached to the Information copy and routed to appropriate Divisions for use in the same manner prescribed herein for all other material.

(d) As material leaves each Division or Staff to continue to next addressee on routing, one slip shall be detached by the Division or Staff, and returned to the Registry to record location of outstanding material. (Cover sheet shall be dated and signed and remain with material.) The return of the slip to the Registry, properly noted, will relieve the Division of responsibility. Divisions shall institute such procedures as are required to maintain effective control of material within their Division.

(e) Control slips returned to the Registry must show initials and date, and action taken, if any, or NAR, except in the case of "routing for information only", in which case initials and date are sufficient. NAR slips on which a suspense date has been assigned, must be initialed by a Division or Staff Chief, or personnel authorized by him.

7. Routine material shall be picked up from the Registry by the Divisions every hour.

8. Priority and Urgent material shall be picked up as soon as possible after the Registry has notified the Division.

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B. OUTGOING

1. All material originating in the Office of Communications shall be cleared through the Registry and envelopes and Cover Sheets, in accordance with Office of Communications Order No. 6-51, will be attached to correspondence before being dispatched outside the Office of Communications.

2. Date and destination of material will be shown against original Control No. by the Registry.

3. Form 35-1 (Routing Slips) are put on for the exclusive use of the Office of Communications and are not to accompany any material leaving the Office of Communications.

4. Address for incoming material for all Divisions and Staffs of the Office of Communications, is Room 2024, Building Eye.

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TOP SECRET ~~PROCEDURE~~

1. Top Secret material will be handled in accordance with CIA regulations. The following pertinent paragraphs are excerpted from the CIA Top Secret Security regulations. Please see that personnel concerned have an opportunity to study these: THERE IS NO EXCEPTION TO THIS PROCEDURE.

Control of Top Secret Documents

"It is a primary responsibility of all CIA personnel to insure that each Top Secret document, registered or unregistered, is handled in a secure manner and that unauthorized persons may in no instance have access to such documents.

"Every copy of each Top Secret document prepared or received by an activity or member of CIA, must be recorded by the Central Top Secret Control or by the Area Top Secret Control serving the activity preparing or receiving the document. (The Office of Communications Registry is the Area Top Secret Control Office.) Each copy will be assigned a control number and a copy number and will be recorded in the Standard Top Secret Log or other recording medium approved jointly by the CIA Top Secret Control Officer and the Assistant Deputy (Inspection and Security)

"Every copy of a Top Secret document retained within CIA offices will be covered at all times by a Signature Record and Cover Sheet, (see form attached) Each CIA member who reads or learns the contents of a Top Secret document will sign his name on the cover sheet.

"The CIA Top Secret Control Officer and Area and Alternate Top Secret Control Officers are the only persons who shall be permitted to transmit and receipt for Top Secret material moving within CIA.

"Office heads are responsible for the designation of persons in their offices, other than Alternate and Assistant Top Secret Control Officers, whom they deem are operationally required to see Top Secret material, and they are further responsible for insuring that necessary controls are exercised to confine the number of such persons to the minimum.

"The Assistant Deputy (Inspection and Security) may conduct periodic and unannounced checks to determine whether the regulations pertaining to Top Secret material are being observed."



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### CORRESPONDENCE AUTHORITY AND PROCEDURE

1. The following delineates the broad categories of the Office of Communications correspondence and indicates the officials authorized to sign correspondence in each category.
2. Correspondence affecting Communications or Agency policy, obligating funds, affecting the prestige of the Office of Communications, or containing information which might be embarrassing or detrimental to an employee of the Agency or the Office of Communications, shall be prepared for the personal signature of the AD/CO, or higher authority, as appropriate.
3. Regardless of content, correspondence addressed to Agency officials senior to Division chief level, shall be prepared for the signature of the AD/CO.
4. Division and Staff Chiefs are authorized to sign and release for the AD/CO, correspondence addressed to Agency officials of Division Chief level, providing the subject matter:
  - a. Does not establish or alter Office of Communications policy
  - b. Does not obligate funds
  - c. Is not controversial or relating to matters in controversy.
  - d. Is in all respects proper in both form and substance
  - e. Denies a request or disapproves of an action
5. Routine correspondence for the specific attention of Division Chiefs in other divisions or staffs may be signed by Office of Communications Division or Staff Chiefs subject to the limitations of paragraph 4 above.
6. In the event a Division or Staff Chief desires approval of the AD/CO on any correspondence signed by the Division or Staff Chief, the correspondence involved will be addressed through the AD/CO. Its subsequent forwarding by the AD/CO shall constitute assent or concurrence.

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CORRESPONDENCE FOR SIGNATURE OF THE ADCO OR DADCO

1. All correspondence originating within the Office of Communications which is forwarded to the ADCO for signature will be prepared as follows:

(a) Correspondence which is addressed to the Director of Central Intelligence, his Deputies or outside the Agency, or which is of a major policy or controversial nature will be prepared for the signature of the Assistant Director for Communications. Memorandum form of correspondence will be prepared as follows:

TO : Assistant Director for Operations  
FROM : Assistant Director for Communications  
SUBJECT: - - - - -

(text of memo)

[REDACTED]

25X1A9a

If the correspondence is in letter form going outside the Agency, the signature will be:

[REDACTED]

25X1A9a

Assistant Director

(b) Correspondence other than above will be prepared for signature of the Deputy Assistant Director in the following format:

TO : Assistant Director for Operations  
FROM : Assistant Director for Communications  
SUBJECT: - - - - -

(text of memo)

[REDACTED]

25X1A9a

Deputy

(c) If there is a doubt as to whether the Assistant Director or his Deputy should sign the correspondence, the signature will be left blank and will be put in by the Office of the ADCO

(d) Correspondence prepared for the signature of the Assistant Director for Communications will not be dated. The date will be affixed by the Office of the ADCO after the correspondence is signed.

2. The above does not negate the delegation of authority now in effect for specific assignments.

3. Correspondence prepared for the signature of the Director of Central Intelligence will be prepared in draft form. Final copies will be made on special stationery in the Office of the ADCO.

4. The use of symbols as designated in Office of Communications Order # 1 may be used on intra-office correspondence and on back sheets, but for correspondence going outside the Office of Communications, it is suggested that the more formal designations be used when referring to the Divisions and Staffs of the Office of Communications.

5. The CIA Correspondence Manual is to be followed in the preparation of correspondence as to format, listing of enclosures, distribution, courtesy copies, etc. A copy of this manual is available upon request to the Office of Communications Registry.

~~Procedures for Addressing and Processing Incoming and Outgoing ~~SECRET~~ Material~~ other than cables, dispatches and pouch-grams.

1. All outgoing material from the Office of Communications will be processed through the Office of Communications Registry, Room 2024, Building Eye. Material going to other components of CIA from the Office of Communications will not be released by the Registry unless it is addressed in the following manner:

- (a) The envelope shall be addressed to the CIA organizational title (e.g., OSO, OPC, DDP, etc.) and include the Building and room number. The envelope(s) must be clipped to the back of the outgoing material.
- (b) The document will have a Routing and Record cover sheet on which the addressee's name, room number and building will appear.
- (c) Paper clips shall not be used in the Office of Communications. Papers shall be attached, when necessary, by the use of staples or binder clips as appropriate. The foregoing is not applicable in the case of correspondence originated by another component of CIA and sent to the Office of Communications for coordination.
- (d) All material routed within the Office of Communications to OC, OC-1, OC-2, OC-P is to have a Routing and Record sheet in order that comments may be made. (Form No. 51-10 Secret or appropriate cover.) All other Divisions and Staffs will affix appropriate cover sheets on material being routed within or outside the Office of Communications.

2. Members of all Divisions and Staffs who have occasion to ask for material from other components of CIA should arrange to have such material sent to them via Office of Communications Registry, Room 2024, Building Eye.

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3. Documents received directly by a Division must be reviewed by the Office of Communications Registry to determine whether recording is necessary.

4. Compliance with the above instructions will greatly assist in the orderly control of material and will expedite its handling.

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**25X1A**

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~~SECRET~~ POUCH PROCEDURE

1. The Office of Communications prepares its own pouches intended for Headquarters of the various communications areas. Pouches so prepared will be forwarded by the pouch preparation units (see para. 5 below) directly to CIA Registry for dispatching to the field.

2. Following is a list of the areas concerned to date:

- a.
- b.
- c.
- d.
- e.
- f.

25X1A6a

3. When activated, the following areas will also be included:

- a.
- b.
- c.
- d.

25X1A6a

4. Dispatches not intended for the communications area Headquarters listed above will continue to be handled through the appropriate covert channels. (e.g., [redacted] Latin and South America, etc.)

25X1A6a

5. The Office of Communications Registry will be responsible for the preparation of all but large pouches, which it is not equipped to handle. These large pouches will be prepared by the Cryptomaterial Section, Standards and Support Branch, Communications Security Division. However, the Registry will control the assignment of pouch numbers and will supply numbers for the large pouches prepared by Cryptomaterial Section.

a. Pouches will be prepared in accordance with existing CIA and Office of Communications Regulations. (see pertinent extracts attached, Appendix I)

b. Communications pouches will be numbered in a separate series with each area, beginning with number 5001. Such pouch numbers will serve as accession numbers, which no longer will be used on correspondence addressed to Headquarters of the communications areas. When the number 9999 is reached to a given station, the number series will revert to the starting point of 5001.

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c. Divisions preparing dispatches and materials for pouching will forward them to Registry unless the dispatches include sufficient material to make a bulky package. Such dispatches, as indicated above, will be forwarded directly to Cryptomaterial Section, notifying the Registry of same.

6. Cryptomaterial Section will continue to prepare cryptographic and technical communications pouches intended for other than communications area Headquarters. The procedures established for such pouches will remain in effect.

7. Incoming pouches will be numbered in series beginning with 1001. This series will continue through 4999 at which point it will revert to the starting point of 1001.

8. The cryptonym [REDACTED] has been assigned as the recognition symbol for incoming communications pouches. Use of this cryptonym on the innermost envelope insures unopened delivery by CIA Registry to the Office of Communications Registry. Envelopes enclosed within the [REDACTED] envelope addressed "Eyes Alone" to the Assistant Director and envelopes marked [REDACTED] will be delivered unopened by Communications Registry to the Assistant Director and to the Chief, Communications Security Division, respectively.

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25X1A2d1

25X1A2d1

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~~SUBJECT:~~ Preparation of ~~Outgoing~~ Dispatches

1. Definition

Dispatches are defined as messages or letters to or from overseas points transmitted by [REDACTED] Air pouch. This includes all Office of Communications written communications, except cables and Pouch-Grams.

25X1C4a

2. Form

Dispatches shall be forwarded to the field in duplicate on the white Form No. 51-28 (Attachment A) The yellow Form, No. 51-29 (attachment B) shall be used for the carbon copy.

a. The originator shall identify all dispatches appropriately as RESTRICTED, CONFIDENTIAL, SECRET OR TOP SECRET in the spaces provided at the top and bottom of the forms. The authenticating officer shall be responsible for determining that the classification conforms with the appropriate military regulations and CIA Security Regulations.

25X1A6a

b. In the space marked TO shall be entered the office addressed, as follows:

TO: Chief, [REDACTED]

When it is desired to bring a dispatch to the attention of other than the Chief of Station Attention: [REDACTED] (pseudonym) may be added under the date.

25X1A2e

25X1A2e

c. In the space marked FROM shall be typed: COMMUNICATIONS.

d. Document symbol and number shall be typed or written in the space indicated for Dispatch Number.

e. Correspondence originating in Headquarters will be in the CY, ERD, DO and ADMIN series. An ADMIN number will be used in addition to "MSS" numbers on Supply correspondence. Policy correspondence, and all correspondence signed by the ADCO will bear an OC number.

The CY, DO, HND and ADMIN series will be used for all routine correspondence in the specific categories covered by each of the originating Divisions or Staff and will be signed by the Division or Staff Chief. Any Security, Operational, Engineering or Administrative matters of a non-routine nature will be forwarded over the signature of the ADCO and will carry an OC number.

3. SUBJECT

a. Five categories of subjects are authorized for completion of the "SUBJECT: General" line on the official dispatch form.

Policy  
Administrative  
Operational  
Security  
Engineering

b. Examples of appropriate topics to be included in each of the general subjects prescribed above are listed below. This list is not comprehensive and can serve only as a guide.

(1) Policy subjects include management problems, "ground rules", special situations, guidance decisions, initial project planning.

(2) Administrative subjects include organization, personnel, budget, and supply matters.

(3) Operational subjects include base station operations, signal center operations, radio operations including signal plans, radio traffic volumes, inventories of radio equipment; agent operations; and communications training of personnel.

(4) Security subjects include cryptographic and cover procedures, transmission and physical security matters, assignment and use of cryptographic systems, and traffic statistics.

(5) Engineering subjects include construction and contractual matters, problems concerning utilities at a base, and information concerning equipment operation and utilization, and recommendations for equipment modification.

c. Correspondence on which the line of demarcation between the several authorized general subjects cannot be drawn distinctly may carry two or more general subjects. For example, the subject line of a dispatch may appear as follows:

SUBJECT: General - Operational/Security  
Specific - Crypto Training of APPENDIX I

d. No more than one specific subject should be covered in a given dispatch.

e. Reference to previous communications may be made directly under SUBJECT by cable number, dispatch number, symbol, and/or date.

f. The body of the dispatch shall be typed in the space provided. The originator of the message shall sign his pseudonym over his typed pseudonym on the white form below the message, as in a letter.

He shall sign his true name over his typed true name on the yellow form.

Enclosures shall be listed to the left of the signature, typed on all copies, and each copy checked to show distribution.

Below list of enclosures, indicate information copies, typed on all copies.

Below, identifying office symbol and initials of the dictator and secretary and date. This is typed on carbons only above the signature of the releasing officer. These never appear on original, courtesy and information copies.

g. When a dispatch is composed of more than one page, white and yellow dispatch forms shall be used for the first pages and plain paper for the ensuing pages. Each page must be numbered consecutively. The originator shall sign his pseudonym on the last page of the dispatch for the field, and his true name on the last page of the file copy. The coordinating officer shall initial (true initials) and the authenticating and releasing officers shall sign (true name) the yellow dispatch form which is the first page.

6. All outgoing cables to be delivered to the Cable Secretariat must reach the Office of Communications Registry by 1600 in order to be logged out in time to be picked up by the last courier - otherwise they will be held until the following day. Cables must be completely coordinated and ready for dispatch when delivered to the Registry. However, when a cable must go out after 1600, or after 1230 on Saturday, the originator of the cable is responsible for the coordination, authentication, release and delivery to the Cable Secretariat. When the latter procedure is followed, the Registry will be furnished a copy of the cable (pink copy) to complete their records.

7. All requests for added or deleted distribution and/or change of action of cables will be handled through the Registry only. No calls are to be made directly to the Cable Secretariat.